

Schedule 71

NEBRASKA REAL ESTATE APPRAISER BOARD

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	71
	AGENCY, BOARD OR COMMISSION
	REAL ESTATE APPRAISER BOARD
	DIVISION, BUREAU OR OTHER UNIT

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	
* <i>Marilyn Hasselhalsh</i>	
TITLE	DATE
<i>Director - Nebraska Real Estate Appraiser Board</i>	<i>May 26, 1992</i>

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE		DATE
* <i>Andrea I. P.</i>		<i>May 28, 1992</i>
STATE ARCHIVIST		

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE		DATE
* <i>Allen Beermann</i>		<i>November 19, 1992</i>
ADMINISTRATOR		

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 71 - NEBRASKA REAL ESTATE APPRAISER BOARD

71-1 APPRAISER FILES

Confidential records of each registered, licensed, and certified appraiser. Files are renewed annually and include applications, renewals, correspondence, proof of appraiser experience and investigative data.

Dispose of 7 years after expiration.

71-2 PENDING APPRAISER APPLICATIONS

Applications to become a registered, licensed, or certified appraiser.

APPROVED: Becomes part of Appraiser File.

NOT APPROVED: Dispose of 2 years after date of application, provided audit has been completed.¹

71-3 ACTIVE APPRAISER ROSTER

Roster maintained on computer. Information includes name, address, identification number, and expiration date.

COMPUTER PRINTOUT: Dispose of after superseded.

ON-LINE DATA: Dispose of after superseded.

71-4 NON-RENEWED APPRAISER ROSTER

List of all non-renewed appraisers. Each year those appraisers who did not renew are added to the list.

Information includes name, last known address, license number, year of last renewal, and record of disciplinary action taken, if any.

Dispose of after superseded.

71-5 POCKET CARDS

Copies of pocket cards issued to appraisers.

Dispose of after 3 years, provided audit has been completed.¹

71-6 REGISTERED, LICENSED, AND CERTIFIED APPRAISER STUBS

Stubs retained of each registration, license, or certificate issued. Includes number, name, address, receipt number, date issued, card number, and fee. All information may be obtained from the appraiser's file.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

71-7 EXAMINATION RESULTS MATERIAL

Information supplied by contracted examination provider after each administration of examinations. Such materials include but may not be limited to: pass/fail roster, summary results of examination, and appropriate examination evaluation reports.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

71-8 APPRAISER EXAMINATION FILES

Development papers, correspondence, and copies of the exams as administered from 1974-1990.

Immediately dispose of obsolete record

71-9 APPRAISAL REPORTS - PROOF OF EXPERIENCE

Confidential real estate appraisals submitted with applications for Licensure and Certification.

APPROVED APPLICANTS: Return to applicant or dispose of after license/certification issuance.

REJECTED APPLICANTS: Return to applicant after license/certification issuance or dispose of after 1 year, whichever is sooner.

71-10 EDUCATION PROVIDERS AND INSTRUCTORS FILE

File of providers and instructors giving pre-licensing and CEU training courses on Real Estate Appraising. Includes supplementary information such as training course materials, exams, etc.

SUPPLEMENTARY INFORMATION: Dispose of 2 years after no longer approved to provide educational instruction or dispose of after 5 years, whichever is sooner.

ALL OTHER RECORDS: Dispose of 2 years after no longer approved to provide educational instruction.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet